



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Custodian/Maintenance

LOCATION: Red Cliff Tribal Buildings

SALARY: \$10.00 - \$12.00 DOQ per hour, up to 40 hours per week, plus benefits

SUPERVISOR(S): Public Works/Facilities Maintenance Director or Maintenance Supervisor

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

JOB SUMMARY: To provide janitorial services to Tribal buildings. These duties include custodial services, grounds maintenance, and preventive and corrective physical maintenance as needed.

DUTIES AND RESPONSIBILITIES:

1. Bathrooms – Clean and disinfect toilets and urinals (bowls and all), clean and disinfect sinks, clean mirrors, sweep and mop floors, check all dispensers (soap, paper towel and toilet paper), empty garbage.
2. Kitchen - Sweep floor, mop floor, empty garbage, Clean and disinfect sinks.
3. Office and Hallways – Vacuum carpet and rug areas, sweep floors, mop floors, empty garbage.
4. Other – Perform routine building safety checklist. Secure janitors closet, by keeping it locked when not in use. Spot check all windows daily. Periodic maintenance jobs, wax all floors as needed, shampoo all carpets and rugs as needed.
5. Maintain walkways, stairs and public areas associated with a facility in good conditions to provide safe passage and access. (i.e. snow and ice control, grounds maintenance).
6. Maintain a clean and safe work environment.
7. Must be able to work inside and outside in varying weather conditions as are found in northern Wisconsin year round.
8. Must be able to work evenings and weekends as needed. This position may require status as a designated employee during emergency or severe weather conditions.
9. Must adapt to the specific cleaning requirements of each building.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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SUPERVISORY AUTHORITY: None

KNOWLEDGE: General knowledge and cleaning and maintenance of facilities. Knowledge of safety practices with use of cleaning supplies. Must have good communication skills. Ability to complete work reports, and report facility needs and deficiencies.

QUALIFICATIONS:

1. Must be 18 years of age old, High School diploma or GED.
2. Work experience as janitor, custodian or maintenance.
3. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PHYSICAL REQUIREMENTS: Must be able to do physical manual labor that would require bending twisting, reaching, climbing and lifting of at least 50 pounds.

WORK ENVIRONMENT: All tribal buildings are smoke free. Various Tribal offices. Outdoors, for grounds maintenance including during winter for snow removal and ice control.

TRAVEL REQUIREMENTS: Must be able to travel between Tribal office buildings as required.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Native American preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.

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POSTING: September 5, 2017

DEADLINE: September 19, 2017 @ 4:00 p.m.

FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building

Human Resources Department

88455 Pike Road, Hwy 13

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

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5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours. The Tribe observes a total of 12 paid holidays.